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Canc frp: Jan 07
COMPHIBGRUTHREENOTE 1050
N01
23 Oct 06

COMPHIBGRU THREE NOTICE 1050

Subj: CPG3/ESG5 STAFF HOLIDAY LEAVE AND SPECIAL LIBERTY PERIODS

1. Purpose. To promulgate leave and liberty policy for the upcoming 2006, Thanksgiving, Christmas and New Year's holidays.

2. Action. The following guidelines are provided to allow our staff personnel to plan for leave during the holidays, and to fully support the Force.

a. Thanksgiving (Thursday, 23 November 2006)

(1) Military. A 4 day Special Liberty period is authorized. Liberty commences at the end of the workday on Wednesday, 22 November 2006, and ends at the beginning of the workday on Monday, 27 November 2006.

b. Christmas and New Year's Federal Holiday (Monday, 25 December 2006 and Monday, 1 January 2007)

(1) Four (4) days of Special Liberty is authorized to commence at 1630 on Friday, 22 December 2006 and end at 0730 on Wednesday, 27 December 2006.

(2) Four (4) days of Special Liberty is authorized to commence at 1630 on Friday, 29 December 2006 and end at 0730 on Wednesday, 3 January 2007.

c. Work schedule. During the period of 22 December 2006 through 3 January 2007 (inclusive), the staff will observe a period of reduced manning as determined by the ACOS/SA to support daily requirements. Civilian employees are encouraged to use their annual leave in order to make the most of this opportunity for time off.

d. Holiday Leave. The holiday leave period will begin at 1630 on Friday, 15 December 2006, and run through 0730, Wednesday, 3 January 2007. Department ACOS/SAs are responsible to manage leave plans to ensure an appropriate number of

personnel, military and civilian, are on board to conduct required functions and tasks throughout the period.

3. In conjunction with ACOS, the Senior Watch Officer will review/bottom line all holiday leave chits. The Senior Watch Officer will maintain a master leave plan for the command. All holiday leave authorizations must be turned into the Senior Watch Officer NLT 22 November 2006. Accurate recall information must be maintained for all personnel to ensure the staff can be immediately recalled/reconstitute an effective force to support emergent world events.

4. ACOS' or Deputy from each code must be on board/available during the holiday period to ensure the staff can provide continuous and effective support.

5. Driving/travel safety. The holiday season is historically a time when many people travel long distances to visit family and friends, and frequently have to deal with adverse weather, something most San Diego residents aren't used to. It's also a time for parties and more drunk drivers on our roads. Before the holiday begins, take the time to review driving/travel safety and apply Operational Risk Management to travel plans.

6. Cancellation. This directive is cancelled upon completion of the holiday leave/liberty Period.


W. L. TOWNS
Chief of Staff